

**SECRET**

18 November 1985

**Executive Registry**

85- 4567

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director, Office of Information Services

FROM: DCI Records Management Officer

SUBJECT: Records System Reporting

REFERENCE: DDA Memorandum No. 85-3425, 11 October 1985 and  
OIS Memorandum No. 85-561, 17 October 1985.

1. All DCI offices have reviewed their records system, as contained in the Federal Register, and report the following:

<u>RECORD SYSTEM</u>	<u>OPI</u>	<u>Comments</u>
CIA-4	OGC	To be amended - OGC Memo attached.
CIA-5	OGC	No change except Retention and Disposal, see Paragraph #2, below.
CIA-15	IG	No change except Retention and Disposal, see Paragraph # 2, below.
CIA-28	AO/DCI	No change except Retention and Disposal, see Paragraph # 2, below.
CIA-38	OLL	To be modified - OLL Memo attached.
CIA-39	PAO	No change except Retention and Disposal, see Paragraph # 2, below.
CIA-46	PAO	To be modified - PAO Memo attached.
CIA-47	PAO	To be deleted - PAO Memo attached.
CIA-58	IG	To be modified - IG Memo attached.
CIA-59	ES	No change except Retention and Disposal, see Paragraph # 2, below.
CIA-60	ES	To be deleted - ER Memo attached.
CIA-61	ICS	No change except Retention and Disposal, see Paragraph # 2, below.
CIA-64	PAO	No change except Retention and Disposal, see Paragraph # 2, below.

UNCLASSIFIED UPON REMOVAL OF  
ATTACHMENT #9.

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CIA-65	PAO	To be modified - PAO Memo attached.
CIA-66	PAO	No change except Retention and Disposal, see Paragraph # 2, below.
CIA-67	PAO	To be deleted - PAO Memo attached.
CIA-68	PAO	To be modified - PAO Memo attached.

2. The new retention and disposal statement should be reported as follows: "Records are retained and destroyed in accordance with records control schedules approved by the Archivist of the United States". This is taken from the Agency RMO's Memorandum of 12 November 1985, Paragraph # 2, copy also attached.

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10 Atchs:

- 1 - OGC Input
- 2 - IG Input
- 3 - OLL Input
- 4 - ICS Input
- 5 - PAO Input
- 6 - History Staff
- 7 - COMPT Input
- 8 - ER Input
- 9 - NIESO Input
- 10 - Agency RMO Memo of 12 Nov 85

UNCLASSIFIED UPON REMOVAL  
OF ATTACHMENT #9.

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OGC 85-53352  
14 November 1985

MEMORANDUM FOR: Harry E. Fitzwater  
Deputy Director for Administration

THROUGH:

DCI/RMO

FROM:

Chief, Litigation Division

SUBJECT: Records System Report

REFERENCE: DDA Memorandum No. 85-3425, 11 October 1985

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1. This is in response to the reference, which requested the Agency directorates to verify their records systems, as published in the Federal Register, in accordance with the 1974 Privacy Act.

2. The Office of General Counsel is responsible for two systems of records currently published in the Federal Register -- CIA-4, Private Attorney Panel, and CIA-5, Legal Subject Records.

3. During our review of these two records systems, it was determined that CIA-5 is accurate as it is currently described. However, as indicated below, CIA-4 should be amended to reflect certain deletions and additions. Bracketed language indicates deletions; underlined language indicates additions:

SYSTEM NAME: [Private] Cleared Attorney Panel.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Attorneys [in private practice] cleared for Agency-related matters.

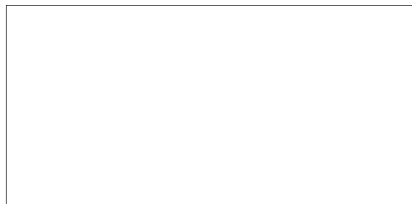
CATEGORIES OF RECORDS IN THE SYSTEM: Biographic and service information including name, address, date and place of birth, social security number, education, law firm (if any), State(s) admitted to Bar, referrals, and [date and type of] clearance information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES: To provide a list of [private] cleared attorneys for [use] contact on CIA classified [projects] matters. To provide a referral list for [those employees whose employment with CIA must be protected] CIA personnel, particularly where issues implicating classified information are involved.

STORAGE: Paper and computer tape.

RETENTION AND DISPOSAL: Records [on cleared but never used attorneys are destroyed 1 year after clearance is cancelled. Records of cleared and used attorneys are destroyed when deceased or when services are no longer of interest whichever is earlier] are destroyed when the Agency no longer has a continuing interest in the attorney. Destruction is by pulping or deletion.

4. That information in the current CIA-4 Federal Register notice not amended by the above language may be republished as is.





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ADMINISTRATIVE - INTERNAL USE ONLY

13 November 1985

MEMORANDUM FOR: Records Management Officer, DCI Area   
FROM:   
OIG/RMO  
SUBJECT: Records System Reporting  
REFERENCES: A. Your memo dtd 21 Oct 85 (ER 85-4214),  
same subject  
B. My Memo to you dtd 31 Oct 85, same subj

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As an addendum to my 31 October response, after reviewing the page that was omitted from the original paper, there are two minor changes to be made on CIA-58, Inspector General Research Records. Under "Safeguards", this information is actually stored at Records Center vs "in safes", and access is limited to the Deputy IG and the IG vs "Agency personnel." Otherwise, there are no further changes.

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31 October 1985

MEMORANDUM FOR: Records Management Officer, DCI Area

FROM:

[Redacted]

OIG/RMO

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SUBJECT: Records System Reporting

REFERENCE: Your memo dtd 21 Oct 85 (ER 85-4214),  
same subject

There are no changes, additions, or deletions to the record system listings as far as the Office of the Inspector General (including Audit Staff) is concerned.

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[Redacted]

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## ADMINISTRATIVE INTERNAL USE ONLY

29 October 1985

MEMORANDUM FOR:

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RMO, DCI Area

FROM:

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RMO, OLL

SUBJECT:

Records System Reporting

The following are modifications made to CIA-38:

Categories of individuals covered by the system: Matters of liaison with Congressional Office are filed in the name of the member of the Office involved and by name of the constituent.

Retrievability: By the name of the Member of Congress and by name of the constituent.

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## ADMINISTRATIVE INTERNAL USE ONLY

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DCI/ICS 85-7200  
24 October 1985

MEMORANDUM FOR:

[Redacted]

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Records Management Officer, DCI Area

VIA:

[Redacted]

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Chief, Administrative Staff, ICS

FROM:

[Redacted]

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Records Management Officer, ICS

SUBJECT:

Records System Reporting

REFERENCES:

- a. DDA 85-3425, dtd 11 Oct 1985, Records System Reporting
- b. OIS 85-561, dtd 17 Oct 1985, same subject
- c. ER 85-4214, dtd 21 Oct 1985, same subject

In response to your request (references), the Intelligence Community Staff Records Management Officer reviewed its records holdings and your attachment. The Intelligence Community Staff certifies that we have no new systems to add, change, or delete.

[Redacted]

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Records Systems Reporting

FROM:

RMO/PAO

EXTENSION

NO

STAT  
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DATE

7 November 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom Draw a line across column after each comment.)

1. D/PAO

7 Nov 85

1. For your review.

2.

Mary

3. RMO/DCI Area  
Executive Registry

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7 November 1985

MEMORANDUM FOR:

[REDACTED]  
RMO, DCI Area

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THRU:

[REDACTED]  
D/Public Affairs Office

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FROM:

[REDACTED]  
RMO/PAO

STAT

SUBJECT: Records Systems Reporting

In compliance with the directive to update the Federal Register, the PAO record system review has been completed. The status of the current file system is listed below.

1. Records system listings which remain the same:

CIA 39 - System name: PUBLICITY

CIA 64 - System name: INQUIRIES FROM PRIVATE INDIVIDUALS ABOUT CIA AND ITS MISSION.

CIA 66 - System name: MANUSCRIPT REVIEW.

2. Records systems which should be deleted from the listings:

CIA 47 - System name: PROFESSOR AND PLACEMENT OFFICERS OF SELECTED COLLEGES.

Reason for deletion: This system has been combined with CIA 46 and is no longer maintained as separate index.

CIA 67 - System name: PUBLISHING AND SPEAKING ENGAGEMENT CLEARANCES.

Reason for deletion: The files in this system are now included in CIA 66 MANUSCRIPT REVIEW. Current notifications of employee appearances and speaking engagements other than those described in CIA 66 MANUSCRIPT REVIEW are now collectively listed in a weekly memo, retained in a chrono file and destroyed when no longer needed.

3. Records systems which should be modified:

CIA 65 - System name: CONTACT WITH THE NEWS MEDIA AND INDEX

Modification:

1) Categories of records in the system: Change "Contacts with the Press" to "Contacts with the Media".

2) Storage: Add wording to read: Storage: paper and magnetic tape.

3) Retention and disposal: Change wording to read: Records are destroyed according to Records Control Schedule as approved by the Archivist of the United States Government.

CIA 68 - System name: CIA PERSONNEL IN CONTACT WITH PRESS

Modification:

1) Safeguards: Change wording from files are stored in a vaulted room to read: Safeguards: Files are stored in a secure area, only authorized officials have access.

2) Retention and disposal: Change wording from permanent to read: Records are destroyed according to Records Control Schedule as approved by the Archivist of the United States Government.

CIA 46 - System name: ACADEMIC AFFAIRS FILE

Modifications:

1) Categories of individuals covered by the system: Scholars with whom the Agency maintains contact for the purpose of exchanging research and analyses and for possible referrals of candidates for employment.

2) Categories of records in the system: Names, addresses, institutional affiliations, fields of scholarly and professional expertise.

3) Routine uses of record in the system: Reference for professional contact, mailing of unclassified Agency publications.

4) Storage: WANG Visual Memory Bank

5) Retrievability: By name, institutional affiliation, field of expertise

6) Retention and Disposal: Records are destroyed according to Records Control Schedule as approved by the Archivist of the United States Government.



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5 November 1985

MEMORANDUM FOR:

[redacted]  
Records Management Officer, DCI Area

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FROM:

J. Kenneth McDonald  
Chief, History Staff

SUBJECT:

Records System Reporting

REFERENCE:

- A. DDA Memo (85-3425), dated 11 Oct 85
- B. OIS Memo (85-561), dated 17 Oct 85
- C. DCI RMO Memo (85-4214), dated 21 Oct 85

A records review recently conducted in compliance with the referenced memoranda and HN [redacted] dated 18 July 1984, indicates that the History Staff maintains no hard copy or electronic systems of records of individuals as defined by the Privacy Act of 1976.

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[redacted]  
J. Kenneth McDonald  
Chief, History Staff

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14 November 1985

MEMORANDUM FOR:

[Redacted]

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RMO, DCI Area

FROM:

[Redacted]

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RMO, Office of Comptroller

SUBJECT:

Records System Reporting

The Office of Comptroller does not maintain any Systems of Records as defined by the Privacy Act and published in the Federal Register.

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15 November 1985

MEMORANDUM FOR:

[REDACTED]  
RMO, DCI

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FROM:

[REDACTED]  
Deputy Chief, Executive Registry

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SUBJECT:

Records Systems Reporting

In response to your request, we have reviewed System 59 and 60 for deletion, changes or modifications. System 59 remains the same, except for the new retention and disposal statement. System 60 should be deleted. This system was maintained by former Director Turner and his personal staff only. The present Director does not maintain a system of this nature.

[REDACTED]  
Deputy Chief, Executive Registry

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12 November 1985

MEMORANDUM FOR: Directorate Records Management Officers

FROM:

[redacted]  
Agency Records Management Officer

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SUBJECT: Records Systems Reporting

1. Each Directorate and independent office recently reviewed its records to determine if the Privacy Act systems of records published in the Federal Register required any changes or if additional systems should be reported. One of the items of information reported under each system in the Federal Register is the Retention and Disposal statement. In most cases, this statement is copied from the disposition instructions for the records series in the component's current records control schedule. When new schedules are approved, any changes in the disposition instructions for these systems of records have to be changed in the Federal Register.

2. To eliminate the need to submit revisions to the Federal Register when we update our records control schedules in the future, please use the following statement under Retention and Disposal each time you submit a revision to an existing system of records or report a new system of records to the Federal Register: "Records are retained and destroyed in accordance with records control schedules approved by the Archivist of the United States".

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